



**Calhoun County
Job Description**

JOB TITLE: Deputy Sheriff

Exempt (Y/N)	Yes	JOB CODE: Deputy Sheriff
SALARY LEVEL:	As prescribed by the Collective Bargaining Agreement	
SHIFT:	Variable	DIVISION: Corrections/Law Enforcement
LOCATION:	Battle Creek	DEPT: Office of the Sheriff
PREPARED BY:	Lieutenant Craig Cornellier	DATE: 03/12/07
APPROVED BY:	Sheriff Allen Byam	DATE: 04/01/07

GENERAL SUMMARY

Division assignments are made at the sole discretion of the Sheriff.

Corrections:

Correction's is under the command of the Captain and the direct supervision of a Lieutenant or a Sergeant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Controls inmate movement and monitors inmate activity in outdoor exercise yard, housing units, corridors and work areas.
2. Escorts inmates to various locations in the correctional facility.
3. Responsible for regular documented count of inmates assigned to the area.
4. Inspects housing areas, dormitories, jail grounds, work locations and other facilities for unauthorized objects or materials.
5. Is responsible for checking on sanitary conditions, fire and safety hazards in the correctional environment.
6. Enforces rules of conduct, security and labor standards by making verbal or written reports of significant violations or irregularities to superiors.
7. Assists in averting riots and escapes and further assists in physically suppressing promptly any riots or escapes undertaken by inmates.
8. May assist in the supervision of inmates on transfer to other correctional facilities or on appearance in court. Accompanies inmates being transferred to psychiatric diagnosis or to treatment clinics, attends sanity hearings in a courtroom or hospital.
9. Other duties as assigned by supervisor.

MCOLES LAW ENFORCEMENT

MCOLES Law Enforcement is under the command of the Captain and the direct supervision of a Lieutenant or a Sergeant. The individual patrols an assigned area of the county to enforce traffic violations, prevent crime, investigate crime, or disturbance of the peace, and arrest violators of state and local laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Patrol assigned areas.
2. Respond to a variety of citizen civil and criminal complaints.
3. Respond to accident scenes to render first aid and investigate the accident.
4. Follow-up and complete the investigation of criminal complaints.
5. Required to submit in a timely manner detailed reports on arrest, accidents, and other complaints.
6. Appear in court as required.
7. Transport inmates and mental patients to and from court, jail, institutions, and other facilities.
8. After hour property checks on business establishments as well as residential properties.
9. May perform a variety of other tasks within the Office of the Sheriff as necessary.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED, preference will be given to those in possession of an Associate of Arts Degree in Criminal Justice or related field, or evidence of successful completion of forty five (45) hours at an accredited college or university with major course work in criminal justice or a related field, or Michigan Corrections Officer Training council certification.
2. Valid Drivers License.
3. No Felony Convictions.
4. Two (2) years experience, full time in a correctional/law enforcement setting.
5. Military experience applicable.

MAJOR WORK CHARACTERISTICS

1. Knowledge of Federal, State, and local Laws and Regulations.
2. Knowledge and application of departmental policies, procedures, and directives.
3. Participate and complete departmental required training.
4. Ability to supervise the activities of persons in custody.
5. Ability to write intelligible, complete, concise reports.
6. Ability to deal with situations requiring tact, diplomacy, and understanding with firmness, fairness and good judgment.
7. Ability to operate departmental equipment.
8. Other: emotional stability, personal integrity, attention to detail, physical fitness.

WORKING CONDITIONS

Works rotating shifts, weekends and holidays. Exposed to dangerous persons, extreme weather conditions. Driving in extreme weather and for long periods of time.

PHYSICAL DEMANDS

Physically demanding position-requiring regular bending, reaching, lifting, standing and walking. May be required to physically restrain individuals.